



SERGEANT, CALIFORNIA HIGHWAY PATROL

PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

September 17, 2009

Applications (STD. 678, Rev. 12-06) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

Submit the original STD. 678 and one copy to:

California Highway Patrol
Selection Standards and Examinations Unit
P. O. Box 942898
Sacramento, CA 94298-0001

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

WRITTEN TEST DATE

October 31, 2009

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during January/February 2010.

SALARY RANGE

\$6742 - \$8196

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the California Highway Patrol (CHP) as of the final filing date in order to take this examination.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Highway Patrol. This list will be limited to the names of the 150 competitors earning the highest final scores.

Candidates on the eligible list will be given at least one job offer. However, should a candidate waive an initial job offer, that candidate may not receive the next available job offer. This list is scheduled to be abolished 24 months after it is established. However, once all candidates on the list have been given at least one job offer, the list may be abolished.

VEHICLE CODE SECTION 2251 - "All promotions to the classifications of Deputy Chief, Assistant Chief, Captain, Lieutenant, and Sergeant shall be made from promotional eligible lists resulting from promotional examination of persons in the next lower classification."

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the experience and/or education requirements for this examination by the written test date.

A minimum of 36 months of qualifying pay periods performing the duties of an Officer, California Highway Patrol, with 24 qualifying pay periods performing enforcement-related duties a majority of the time. Work hours expended during the break-in period do not qualify. Enforcement-related duties would include assignment to marked sedans, motorcycles, Mobile Road Enforcement (MRE) trucks, bicycles, horseback, and aircraft. Special duty positions which directly support enforcement (e.g., auto theft, commercial facilities, task forces, Multidisciplinary Accident Investigation Team [MAIT]) would be considered enforcement related. Any other position which regularly generates enforcement documents would also be considered enforcement related.

SPECIAL PERSONAL CHARACTERISTICS

Honesty, integrity, leadership, decisiveness, fairness, interpersonal skill, maturity, dependability, positive attitude, emotional control, motivation, professional demeanor, and personal appearance commensurate with departmental policy.

ADDITIONAL DESIRABLE QUALIFICATION

Academic education beyond the 12th grade.

THE POSITION

A Sergeant, CHP, under direction of a superior officer in the Department of California Highway Patrol, (1) directs the work of a group of Officers, CHP, in enforcing laws relating to the operation of motor vehicles, providing law enforcement services to state employees, officials, and the public, and providing for the safekeeping of state property; or (2) provides for the protection of the Governor, other constitutional officers, and members of the Legislature; or (3) performs special staff assignments; and does other related work.

Positions exist statewide.

EXAMINATION INFORMATION

This examination will consist of three phases: (1) a written test weighted 48%, (2) an essay test weighted 7% (administered at the time of the written test), and (3) a Qualifications Appraisal Interview weighted 45%. **Competitors who do not appear for any phase of the examination will be disqualified.** In order to obtain a position on the eligible list, an overall minimum score of 70% must be attained. In addition, a minimum score of 70% must be attained in each part of the examination.

Written Test - Weighted 48%

The written test will be comprised of a number of job-related multiple-choice items pertaining to the areas shown under Scope.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SERGEANT, CALIFORNIA HIGHWAY PATROL

VA60-8394

9HP27

BULLETIN RELEASE DATE: August 20, 2009

FINAL FILING DATE: September 17, 2009

WRITTEN TEST DATE: October 31, 2009

(Rev. 8-09)

Scope:

Knowledge of:

- A. Laws related to:
 - 1. Search and seizure of persons, premises, and vehicles.
 - 2. Traffic, including the operation of motor/commercial vehicles, registration, and vehicle storage.
 - 3. Criminal process.
 - 4. Juveniles.
 - 5. Statements, admissions, testimony, line-ups, show-ups, and evidence.
 - 6. Controlled substances.

- B. Departmental policy and procedures regarding:
 - 1. Contacts with suspects.
 - 2. Enforcement contacts.
 - 3. Arrests.
 - 4. Bookings.
 - 5. Prisoner handling.
 - 6. Suspects' rights.
 - 7. Implied consent.
 - 8. Investigations and response to major incidents.
 - 9. The Incident Command System.
 - 10. Communications with individuals outside of the Department.
 - 11. Personnel management.
 - 12. Disciplinary measures.
 - 13. Training.
 - 14. The Discrimination Complaint process.
 - 15. Labor Relations.
 - 16. Collective Bargaining issues.

Essay Test - Weighted 7%

The essay test is a writing exercise designed to assess a competitor's ability to communicate in writing. The following will be evaluated: organization, paragraph structure, sentence structure, spelling, grammar, and punctuation.

Qualifications Appraisal Interview - Weighted 45%

Competitors will be required to complete a Statement of Qualifications (SOQ), CHP 151A (Rev. 8-09), describing the reasons why they are qualified to be a Sergeant, CHP. Immediate commanders will indicate their concurrence or nonconcurrence regarding the competitor's promotional qualifications and provide comments to support their position. Division commanders will provide a second-level review of the SOQ. **Competitors who do not complete the SOQ will be eliminated from the examination.**

The Qualifications Appraisal Interview will include a number of predetermined job-related questions pertaining to the areas shown under Scope. In addition, the interview panel will appraise education, experience, personal development, and personal qualifications. To assist the panel in the appraisal, it is planned that the SOQ, CHP 118s (Performance Appraisal), and information from the competitor's official personnel file will be collected and utilized in the process. This material may be discussed with the competitor during his/her interview.

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Civil liability.
 - 2. Documentation of the complaint process.
 - 3. Equal Employment Opportunity principles.
 - 4. Policy and procedures regarding weapons.
 - 5. Use of force.
 - 6. Personnel management.
 - 7. Investigations.
 - 8. Incident Command System.
 - 9. Release of information.
 - 10. Documentation of activities.

- B. Ability to:
 - 1. Verbally communicate with all.
 - 2. Listen to others attentively and with comprehension.
 - 3. Give and interpret non-verbal messages.
 - 4. Review the work of officers.
 - 5. Effectively assign officers' work activities.
 - 6. Evaluate the results of work.
 - 7. Provide feedback to subordinates regarding job performance.
 - 8. Use common sense.
 - 9. Anticipate and identify problems.
 - 10. Develop alternatives.
 - 11. Reach logical conclusions.
 - 12. Identify and apply policies and procedures.
 - 13. Establish procedures to monitor subordinates.

SENIORITY CREDITS

As provided in Government Code Section 18954, successful competitors will be granted additional credit for merit, efficiency, and fitness of one-quarter of a point for each year served in the grade next lower than that for this examination.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, telephone (916) 375-2535, three days prior to the written test date if he/she has not received his/her notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 12-06) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Written Test Location(s): The written test will be given in such places in California as the number of competitors and conditions warrant.

Interview Location(s): It is anticipated that interviews will be scheduled in Sacramento, Vallejo, Los Angeles, and San Bernardino. However, locations of interview may be limited or extended as conditions warrant.

Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Interview Scope: In addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a competitor's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

SPB's Weighted Examination Scoring: For those candidates successful in the total examination process, each raw score for each weighted component will be standardized, then weighted, then combined to form the candidates' final scores in the examination process.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.

(Rev. 7-09)
